

MIDDLETON-ON-SEA PARISH COUNCIL
Minutes of the Parish Council Meeting
Held in the rear hall at the Jubilee Hall, Middleton-on-Sea
On Wednesday 18th July 2018

PRESENT – Councillors Mrs Haywood (Chairman), Allsopp, Mrs Claxton, Darling, Davies, Mrs Johnson, Mrs Mills, Pendleton, County & Parish Councillor Mrs Pendleton, and the Clerk.

1. APOLOGIES (Approved) – Councillor Mr Wotherspoon.

(Noted) – Councillors Mansfield, Shepherd & District Councillor Mrs Oakley

2. MINUTES – The Minutes of the Annual Parish Council Meeting and Annual Parish meeting held on the 16th May 2018 having been circulated were amended. Following the amendments the minutes were approved and signed.

3. DECLARATIONS OF INTEREST – There were none.

4. PUBLIC DISCUSSION PERIOD – 2 members of the public were present.

Mr Brookland stated that the bollards are a Health and Safety issue and need repair, also fencing by the toilets is laying on the grass and the signpost needs urgent repair. Mr Brookland also reported that there was bedding in the bus shelter. The Clerk to report all of the above.

5. CHAIRMAN’S REPORT

Nothing to report.

6. COUNTY COUNCILLORS REPORT

The Clerk having previously circulated the report was noted by members. County Councillor Mrs Pendleton updated her report stating that the work to the drainage ditch has been planned for autumn 2018. Two traffic regulation orders have been submitted, one to change the parking restrictions in Elmer and the second is in Sea Lane to reduce speed limit from 30mph to 20mph. Land at Poultry Farm, there are no plans to develop this site. There have been a number of complaints regarding the use of jet skis, these have been reported to the police and Foreshore Manager. Mrs Pendleton requested a visual map with regard to the pedestrian crossing petition and that points are awarded for the number of signatures the petition raises.

7. DISTRICT COUNCILLOR’S REPORT

The Clerk having previously circulated the report was noted by members.

8. ITEMS not otherwise on the Agenda which the Chairman is of the opinion should be considered as a matter of urgency due to special circumstances – There was nothing.

9. MATTERS ARISING

a) Update on actions from previous meeting

The Clerk having previously circulated a report was noted by members.

b) Appointment of Trustee – Friends of MOS Pond & Green Charity

The Clerk having previously circulated a report was noted by members. Mr Allsopp stated that it was important we comply with the Charitable Incorporated Organisation (CIO) document and the Charity Commission and to review this at the next meeting in September 2018. The Clerk reported that the minutes and accounts for the charity have been received and will be circulated to members.

c) Comet Corner & New Cycleway

The Clerk having previously circulated the report was noted by members. Councillor Allsopp stated that the good news is that it is now open. Mr Allsopp also referred to an article in the local paper stating that the cost of the project was in line with the budget which due to the delays in the project was doubtful and that the maintenance of the cycleway was only going to cost £3,000 per annum which seemed low. Mr Allsopp also stated that the Inspectors report on the Arun DC Local Plan in respect of Comet Corner was favourable. Mrs Pendleton stated that she has completed a report for submission in respect of the Strategic Transport Investment Programme and will send to the Clerk for circulation.

d) Draft 5 Year Forward Plan

The Chairman thanked the General Purposes Committee for preparing the draft plan, she felt that there may be additional items for the report and that it needed some new ideas and these could be added during the term of the plan. The Chairman proposed that each sub-committee review the draft plan and following the amendments it can be discussed at the full Parish Council meeting in October 2018, this was agreed. Mr Allsopp stated that the previous 5 Year Plan was never really looked at and with the number of “goals” within this draft plan it may be difficult to cover with the number of meetings held and suggested it be placed on the agenda as a standard item before matters arising. The Clerk to arrange suitable dates for sub-committees to meet to review the draft plan.

e) Draft Petitions – Speeding & Pedestrian Crossing

The Clerk having previously circulated the draft petitions was noted by members. The Chairman thanked the General Purposes Committee for preparing the draft petitions and stated that these need to be available at the summer fete. It was agreed that the petition for the pedestrian crossing needed a map so people can see what is being proposed. WSCC need petitions by end of July 2018 and it is therefore important to get as many signatures as possible before this date and send in other tranches when they are available. Mrs Claxton stated that the gates would make no difference to speeding and suggested that speed indicating devices be looked at.

f) Strategic Transport Investment Programme

This item was discussed under item 9(c)

g) Bathing Water Enhancement Programme

The Clerk having previously circulated a report was noted by members

h) Update GDPR Data Protection

The Clerk having previously circulated a report was noted by members. The Clerk requested approval of the Parish Council Privacy statement, this was agreed and would now be placed on the parish council website. The Clerk to update website. Mrs Johnson requested a copy of the consent form used.

i) Footpath Safety Issue – Sea Lane

The Clerk having previously circulated a report to members was noted. Mr Allsopp requested that the Parish Council write to Ben Whiffin of WSCC for a Health and Safety Risk Assessment to the footpath located on the map attached to the report. Mrs Pendleton stated that it was right to raise this matter but it may take a while and suggested that the letter needs to include a solution to the problem. It was agreed that the Clerk will write to WSCC.

j) Assets of Community Value

The Clerk having circulated a report informing members that The Cabin in Elmer is now an Asset of Community Value was noted.

k) Youth Services Provision

Mr Darling reported that an invitation for the Chairman and the Clerk to attend a meeting has been received. Mr Allsopp stated that it was also looking for possible funding from parish councils. The Clerk to contact and confirm that Chairman and Clerk are willing to attend.

l) Matt Redman & Elms Farm

The Clerk having previously circulated a report was noted by members.

10. DEVELOPMENT CONTROL COMMITTEE

(a) The minutes dated 16th May, 6th June, 20th June and 4th July 2018 had been circulated to members and were noted.

(b) Arun DC Local Plan – Non Strategic Sites Development Plan Document

Mr Allsopp reported that a report is due from Arun DC outlining the sustainability appraisal with regard to the allocation of 1,250 houses and that land west of Yapton Road was vulnerable. The Chairman requested that the Development Control Committee share the information with the rest of the councillors when the report is received.

11. GENERAL PURPOSES COMMITTEE

(a) The minutes dated 20th June 2018 had been circulated to members and were noted

(b) JWAAC Meeting Minutes 5th & 13th June 2018

The minutes having previously been circulated were noted by members.

12 PARISH LAND AND PROPERTY COMMITTEE

(a) The minutes dated 6th June 2018 had been circulated to members and were noted.

13. CORRESPONDENCE

- (1) Clerks & Councils Direct
- (2) Dementia Survey Flyer (*circulated*)
- (3) WSCC – Shape the Future Survey (*circulated*)
- (4) Bognor Regis Town Council – appointment of Town Mayor (*circulated*)
- (5) Festive Lighting Installation Guidelines (*circulated*)

14. FINANCE COMMITTEE

a) Bank Accounts -

The Clerk reported on the following **Bank Accounts**

Current Account	£ 1,250.00
Business Reserve	£57,211.11
Total	<u>£58,461.11</u>

b) Accounts for payment -

WSCC	Payroll	*	£1176.43
Ken Wilson	Internal Auditor	*	£150.00
WSCC	Payroll	*	£1176.43
Lock Centre	CCTV	*	£330.00
Friends of MOS Pond & Green Charity	Contribution	*	£2000.00
Carl Smith	Stalls Summer Fete	*	£175.00
Gillian Fowler	Middleton News	*	£486.00
Royal British Legion	Wreath	*	£25.00
Total			£5518.86

- *Issued prior to meeting*

15. ANY OTHER BUSINESS

Mrs Mills thanked Mrs Pendleton for the work that she done to get Yapton Road overgrown vegetation cleared but reported that it is overgrown again and also growing from the Poultry Farm side.

Mrs Claxton stated that a tape recorder should be purchased for the Clerk and future Clerks to use to assist in recording details of meetings and preparation of minutes. Mr Allsopp did not support the idea and the Chairman requested that the Clerk consider if this is needed.

Mrs Johnson reported that a number of footpaths are overgrown and that a meeting to discuss this situation has been arranged. Mrs Johnson stated that there is a Green Dog Walkers Scheme that many councils are using and that Arun DC have been contacted but has received no response yet. Mrs Pendleton requested that District Councillors Mrs Oakley and Mr Wotherspoon be advised. Mr Allsopp asked the Clerk what the position was with regard to dog fouling signage, the Clerk reported that he was waiting on Arun DC who are looking at some campaign on dog fouling and may assist us with the signs. Mr Allsopp asked when the playground swing will be installed, the Clerk stated that this will be done around 27th July 2018.

There being no further business the Chairman reminded members that the next meeting will be held on the **19th September 2018** at 7.00pm and the meeting closed at 8.32pm

